

Validated Programme Element Specification for BPC University Foundation in Business and Management

Applicable for all undergraduate students commencing the programme element on or after 1st September 2023

| Version No. | Date | Notes – Brunel QUALITY ASSURANCE USE ONLY | QA |
|-------------|-----------|--|-----|
| v1 | July 2023 | Validated Programme Specification Element (VPES) for 2023-24 created. | BGS |
| v2 | Sept 2023 | Modules codes added for new modules Introduction to Research Methods, Mathematics and Critical Thinking and Expression | BGS |

| Validated programme element | |
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| 1. Awarding and validating institution | Brunel University London |
| 2. Providing institution(s) | Brunel University London Pathway College |
| 3. Associated Brunel University college / department / division | College of Business, Arts and Social Sciences Brunel Business School |
| 4. Associated Contributing Brunel University college / department / division | N/A |
| 5. Validated for inclusion in Brunel University programmes at level | Foundation |
| 6. Validated for inclusion in Brunel University programmes (list): | BSc Business and Management BSc Accounting and Business Management BSc Marketing BSc International Business BSc Human Resource Management BSc Business Management with Entrepreneurship |
| 7. Type of programme element | Foundation Level |
| 8. Most recent approval | Periodic Programme Review March 2023 |
| 9. Normal length of element for each mode of study | 26 weeks |
| 10. Maximum length of element for each mode of study | See Programme Specification for Brunel programme of which this element forms part |
| 11. Programme Intakes | January, May and September Gulf-sponsored students: September and January |
| 12. Modes of study | Full-time |
| 13. Modes of delivery | Standard |

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| 14. HECoS code | In line with Brunel University London programme |
| 15. BPC-related Route Code(s) | <p>N100UNVBUSMG: BSc Business and Management J4MHUNVACBUM: BSc Accounting and Business Management 6EPPUNVMARMG: BSc Marketing N100UNVINBUS: BSc International Business B4FCUNVHUREM: BSc Human Resource Management Awaiting code: BSc Business Management with Entrepreneurship</p> <p>For Gulf-sponsored students: N100UNVBUSAG: BSc Business and Management J4MHUNVABMGG: BSC Accounting and Business Management 6EPPUNVMAMGG: BSc Marketing N100UNVINBUG: BSc International Business B4FCUNVHRMGG: BSc Human Resource Management Awaiting code: BSc Business Management with Entrepreneurship</p> |
| 16. Relevant subject benchmark statements and other external and internal reference points used to inform programme design | <p>UK Quality Code for Higher Education Most recent QAA Subject Benchmark Statement- Business and Management Brunel 2030</p> |
| 17. Admission Requirements/pre-requisites for the programme element | <p>See https://pathway.brunel.ac.uk/academic-requirements for standard entry requirements.</p> <p>English Language entry requirements: minimum of IELTS 5.5 (with 5.5 minimum in each component part) or equivalent</p> <p>For Gulf-sponsored students: English Language entry requirements: minimum of IELTS 6.0 (with 5.5 minimum in each component part) or equivalent</p> <p>Academic Entry Requirements for Business UK: 5 GCSE Passes, grades A-C (including Mathematics) Academic Entry Requirements for BSc Accounting and Business Management UK: 5 GCSE Passes, grades A-C (including Mathematics at Grade B or above)</p> |
| 18. Other relevant information | The programme element is compliant with both the generic assessment regulations of Navitas UK and those more specifically of the College and Brunel University, see Senate Regulations 2 and 4. |
| 19. Any departure from relevant regulations specified in Senate Regulation 2 must be stated here and approved by Senate. | None |

20. Further information about study with BPC can be found on the BPC website.

<https://pathway.brunel.ac.uk/>

21. EDUCATIONAL AIMS OF THE PROGRAMME ELEMENT

The aim of this programme is to provide a theoretical and applied knowledge and skills required at foundation level. In completing the programme, students will be able to demonstrate understanding of research methods and methodologies, critical and creative thinking, management, decision-making, ICT and analytical skills in the production of written and oral assignments, to develop the prescribed level of inter-disciplinary language competence. Students will examine a range of research approaches, techniques and methodologies, and manage their personal development enhancing their intellectual and practical skills, which build a set of transferable skills as appropriate for continuing at the undergraduate level

22. LEARNING OUTCOMES

The programme element provides opportunities for students to develop and demonstrate knowledge and understanding (K); cognitive (thinking) skills (C); and other skills and attributes (S) in the following areas:

| Level | Category (K = knowledge and understanding, C = cognitive (thinking) skills, S = other skills and attributes) | Learning Outcome | Associated Assessment Blocks Code(s) | Associated Study Blocks Code(s) | Associated Modular Blocks Code(s) |
|------------|---|---|--------------------------------------|---------------------------------|--|
| Foundation | K1 | Demonstrate knowledge and understanding of how computer systems, internet, enterprise applications and sustainability in IT projects impact the broad range of businesses and daily life. | | | NV0605/NV0695 |
| Foundation | K2 | Construct arguments using research methods and demonstrate an understanding of critical thinking to develop varied perspectives on their related subject discipline. | | | NV0600 NV0618/NV0698 NV0620/NV0680 |
| Foundation | K3 | Demonstrate knowledge of diverse theories for responding to changes in the business | | | NV0606/ NV0616 NV0607/ NV0617 |

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| | | environment, develop a conceptual understanding of the role of relevant marketing and management principles, while also understanding the values of global social responsibility. | | | |
| Foundation | K4 | Demonstrate the ability to understand basic accounting concepts, analyse and record business transactions and economic events with reasonable accuracy, and prepare financial statements that comply with relevant regulatory requirements. | | | NV0601/ NV0691 |
| Foundation | K5 | Demonstrate knowledge and application of basic mathematics and algebra and apply this knowledge to solve problems related to annuities and depreciation. | | | NV0619/NV 0699 |
| Foundation | C1 | Critically analyse and demonstrate originality and creativity in the application of knowledge and literature, with a practical understanding of how research techniques are used to answer research questions. | | | NV0600 NV0620/ NV0680 NV0618/ NV0698 |
| Foundation | C2 | Demonstrate the ability to work in an effective manner as a member of a team and appropriately communicate to plan projects effectively by using Microsoft Project, to analyse data using Microsoft Excel and appropriate ICT tools under guidance. | | | NV0605/NV 0695 |
| Foundation | C3 | Analyse the operations of a business, perform straightforward financial analyses and projections, and demonstrate a reasonable awareness of the contexts in which accounting data and information is processed within a variety of | | | NV0601/ NV0691 |

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| | | organisational environments. | | | |
| Foundation | C4 | Develop and apply their own perspectives to studies, and critical evaluation skills to integrate theory and practice to solve problems. | | | NV0619/ NV0699 NV0606/ NV0616 NV0607/ NV0617 |
| Foundation | S1 | Utilise a critical perspective informed by diversity, equity, and inclusion to employ relevant analytical skills, methodologies, and appropriate referencing techniques to present findings from a wide range of appropriate learning sources. | | | NV0600 NV0620/ NV0680 |
| Foundation | S2 | Demonstrate an understanding of mathematical concepts and the ability to analyse mathematical problems in finance and management accounting | | | NV0601/ NV0691 NV0619/NV 0699 |
| Foundation | S3 | Demonstrate a systematic understanding of relevant knowledge and utilise this to effectively communicate using quantitative or qualitative information in an organisational context. | | | NV0605/N V0695 NV0606/ NV0616 NV0607/ NV0617 NV0618/ NV0698 |
| Foundation | S4 | Demonstrate the ability to use appropriate practices and perform work within a professional, legal and ethical framework – including data management and use, security, equality, diversity and inclusion (EDI). | | | NV0605/N V0695 NV0606/ NV0616 NV0600 |

Learning/teaching strategies and methods to enable learning outcomes to be achieved, including formative assessments

The Programme Element will be delivered using a combination of Lectures/Labs/Tutorials/Self-directed study:

Lecture

- Purpose: - To deliver basic module material.
- Structure: Each module has 4/6 hours contact time per week which is normally delivered in 2-hours blocks. No period of contact should exceed fifty (50) minutes at one time without a minimum of a ten (10) minute break.

Lab

- Purpose: Lab sessions provide a forum in which students can practice their practical skills.
- Structure: Each lab is normally of two hours in duration whilst breaks are to be provided at the discretion of the lecturer. No period of contact should exceed fifty (50) minutes at one time without a minimum of a ten (10) minute break.

Tutorial

- Structure: Sessions are normally conducted according to preparation for specific topics and provide a collegiate atmosphere to encourage students to interact with class members building their class, or 'team', knowledge and skills. For each module, there is one hour a week tutorial session.

Self-directed study

Each student is expected to undertake a minimum number of hours in individual study per week in order to support and build the skills, knowledge and understanding presented in each lecture and small group tutorial session per week. It is expected that students will increase the number of individual study hours as they approach formal assessment events. The ability for students to expand their learning by creating effective self-directed study patterns is a transferable skill deemed fundamental to further academic success as well as a key time-management tool.

Formative assessment is a key aspect of the programme and is varied to ensure that a student has a variety of learning opportunities. This will include individual and group formative assessment methods, presentations, individual and group work; and peer review.

All students are provided with access to a range of online resources through the student portal. Electronic journals and electronic books are available through the Brunel University e-resources gateway.

There will be a focus of using freely available tools and benefiting from the resources available on the internet to support learning.

Guest speakers from relevant industries will provide additional perspectives for students.

Summative assessment strategies and methods to enable learning outcomes to be demonstrated.

Summative assessment methods are varied to ensure appropriate assessment of learning outcomes. These methods include individual and group projects; open-book examinations; oral presentations; case studies and portfolios and closed-book final examinations.

23. Programme element structure and progression requirements (if applicable)

Programme Element Structure

| Compulsory assessment block codes, titles and credit | Optional assessment block codes, titles and credits | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------|---------------|--------|---|----|-------------------|--------------------------|----|-------------------|-------------------|----|-------------------|------------|----|-------------------|-----------|----|-------------------|----------------------------------|----|-------------------|----------------------------------|----|-------------------|-------------|----|---|
| Compulsory study block codes, titles and credit volume | Optional Study block codes, titles and credit volume | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compulsory modular block codes, titles and credits <table border="1"> <thead> <tr> <th>Code</th> <th>Title</th> <th>Credit Points</th> </tr> </thead> <tbody> <tr> <td>NV0600</td> <td>Interactive Learning Skills and Communication 1</td> <td>15</td> </tr> <tr> <td>NV0601/ NV0691</td> <td>Principles of Accounting</td> <td>15</td> </tr> <tr> <td>NV0605/ NV0695</td> <td>Principles of ICT</td> <td>15</td> </tr> <tr> <td>NV0606/ NV0616</td> <td>Management</td> <td>15</td> </tr> <tr> <td>NV0607/ NV0617</td> <td>Marketing</td> <td>15</td> </tr> <tr> <td>NV0620/ NV0680</td> <td>Introduction to Research Methods</td> <td>15</td> </tr> <tr> <td>NV0618/ NV0698</td> <td>Critical Thinking and Expression</td> <td>15</td> </tr> <tr> <td>NV0619/ NV0699</td> <td>Mathematics</td> <td>15</td> </tr> </tbody> </table> | Code | Title | Credit Points | NV0600 | Interactive Learning Skills and Communication 1 | 15 | NV0601/ NV0691 | Principles of Accounting | 15 | NV0605/ NV0695 | Principles of ICT | 15 | NV0606/ NV0616 | Management | 15 | NV0607/ NV0617 | Marketing | 15 | NV0620/ NV0680 | Introduction to Research Methods | 15 | NV0618/ NV0698 | Critical Thinking and Expression | 15 | NV0619/ NV0699 | Mathematics | 15 | Optional modular block codes, titles and credits |
| Code | Title | Credit Points | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0600 | Interactive Learning Skills and Communication 1 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0601/ NV0691 | Principles of Accounting | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0605/ NV0695 | Principles of ICT | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0606/ NV0616 | Management | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0607/ NV0617 | Marketing | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0620/ NV0680 | Introduction to Research Methods | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0618/ NV0698 | Critical Thinking and Expression | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NV0619/ NV0699 | Mathematics | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |

Assessment and Progression Requirements

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| For inclusion in Programmes: | BSc Business and Management BSc Accounting and Business management BSc Marketing BSc International Business BSc Human Resource Management BSc Business Management with Entrepreneurship |
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| <p>The following assessment or modular blocks are core</p> <p>NV0600 Interactive Learning Skills and Communication 1</p> <p>NV0601/NV0691 Principles of Accounting</p> <p>NV0605/NV0695 Principles of ICT</p> <p>NV0606/NV0616 Management</p> <p>NV0607/NV0617 Marketing</p> <p>NV0619/NV0699 Mathematics</p> <p>NV0620/NV0680 Introduction to Research Methods</p> <p>NV0618/NV0698 Critical Thinking and Expression</p> | <p>Progression requirements as per Brunel University London Senate Regulation 2</p> <p>All modules pass at grade C-/50% except NV0600 pass at grade D-/40%</p> <p>For Gulf-sponsored students:</p> <p>NV0600 pass at grade D-/40%</p> <p>NV0695 pass at grade C-/50%</p> <p>NV0691 pass at grade B-/60%</p> <p>NV0616 pass at grade B-/60%</p> <p>NV0617 pass at grade B-/60%</p> <p>NV0699 Mathematics pass at grade C-/50%</p> <p>NV0680 Introduction to Research Methods pass at grade C-/50%</p> <p>NV0698 Critical Thinking and Expression pass at grade C-/50%</p> |
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Progression of Gulf-sponsored students

Gulf-sponsored students that successfully complete a Foundation level programme at Brunel University London Pathway College will progress directly to level 4 at Brunel University London. Only students that are sponsored by Gulf States are permitted to completed the Gulf-sponsored routes.

Reassessment

Students will be entitled to be re-assessed in any modules for which they have failed, at the first attempt, to achieve the pass mark(s) as defined above under 'Progression requirements'; any such reassessment of a module may be attempted on two occasions only and shall be capped at the pass mark for the module as defined above under 'Progression Requirements'. Students who fail to achieve the pass mark in a module in the first reassessment will be required to retake the module before attempting the final reassessment in the module.

From January 2016 – Students enrolling from 2016 will be entitled to be re-assessed in any modules for which they have failed, at the first attempt, to achieve the pass mark(s) as defined above under 'Progression requirements'; any such reassessment of a module may only be attempted on one occasion and shall be capped at the pass mark for the module as defined above under 'Progression requirements'.

Please note: this specification provides a concise summary of the main features of the programme element and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods can be found in the modular block, assessment and study block outlines and other programme and block information. The accuracy of the information contained in this document is reviewed by the University from time to time and whenever a major modification occurs, and may be checked by the Quality Assurance Agency for Higher Education.